



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

The Director

September 24, 2008

MEMORANDUM FOR THE INFORMATION SHARING COUNCIL

FROM: MICHAEL W. HAGER
Acting Director

A handwritten signature in black ink, appearing to read "M. Hager", is written over the printed name and title.

Subject: Inclusion of Information Sharing Performance Evaluation Element
in Employee Performance Appraisals

Ambassador Thomas E. McNamara, Program Manager for the Information Sharing Environment (PM-ISE), is issuing guidance to assist departments and agencies in meeting the Presidential requirement to include information sharing elements in employee performance appraisals. The U.S. Office of Personnel Management (OPM) supports this PM-ISE effort and has worked closely in the development of this guidance. This requirement is one critical aspect of creating a culture of information sharing across the Federal Government.

The President's December 16, 2005, memorandum, *Guidelines and Requirements in Support of the Information Sharing Environment*, requires each head of an executive department or agency that possesses or uses intelligence or terrorism information "...to add a performance evaluation element on information sharing to employees' annual Performance Appraisal Review, as appropriate..." as a part of their greater responsibility to "hold relevant personnel accountable for the improved and increased sharing of terrorism information."

Information Sharing Environment Guidance 105 facilitates implementation of this Presidential Requirement and provides departments and agencies with all pertinent information and support. Your assigned Human Capital Officer is your primary OPM point of contact and stands ready to assist with implementation consistent with the requirements of part 430 of title 5, Code of Federal Regulations, as applicable.